CHECKLIST

# Floor Protection Checklist for Office Chairs

- [ ] Measure how far the chair moves during normal use
- [ ] Clean the floor where protection will sit
- [ ] Choose a method that suits how often the chair rolls
- [ ] Fit the protection and test the chair's movement
- [ ] Check for wear or shifting every few weeks
- [ ] Replace felt pads when they thin
- [ ] Wipe chair mats clean monthly
- [ ] Anchor rugs with tape to stop them shifting